

Woodland School
STUDENT HANDBOOK
2023-2024
Preschool – Grade 2



80 Powder Mill Road Southwick, MA 01077

413-569-6598

Woodland School: <https://ws.stgrsd.org/>

District: <https://stgrsd.org/>

The Woodland Way

We are kind. We never give up. We find joy in learning.

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SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

2023/2024 Calendar

8/28 Staff Opening Day
8/29 Staff PD
8/30 Staff PD
8/31 First Day of School 1-12
8/31 PreK & Kindergarten Screening

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						1/1

School Hours		
	Full Day	Half-Day
SRS	7:35 am - 2:10 pm	7:35 am - 11:00 am
PMS	8:15 am - 2:40 pm	8:15 am - 11:30 am
WS	9:00 am - 3:20 pm	9:00 am - 12:00 pm

Symbols

★ First Day School

□ No School

○ Half-Day

MCAS Testing Schedule March/May: Check School Websites/Calendars

9/1 PreK Orientation
9/4 Labor Day: Offices Closed
9/5 Kindergarten Orientation
9/5 PreK First Day
9/6 Kindergarten First Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20/21

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						16/113

2/19 Presidents' Day: Offices Closed
2/20-23 Winter Vacation

10/6 Half-Day: Staff Collaboration
10/9 Columbus Day: Offices Closed
10/19 Half-Day: Parent Conferences
10/20 Half-Day: Post Conferences

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21/42

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						20/133

3/14 Half-Day: Parent Conferences
3/15 Half-Day: Post Conferences
3/28 Half-Day: Staff Collaboration
Term 3 Grades Close
3/29 Good Friday: Offices Closed

ELA MCAS Testing Delayed Start Dates (Gr. 9, 11, 12 only): check SRS website/calendar on www.stgrsd.org

11/3 Term 1 Grades Close
11/9 Half-Day: Staff Collaboration
11/10 Veteran's Day Observed: Offices Closed
11/22 Half-Day: Thanksgiving Break
11/23-24 Thanksgiving Break: Offices Closed

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						19/61

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						17/150

4/15 Patriot's Day: Offices Closed
4/16-19 Spring Vacation

12/22 Half-Day: Holiday
12/25 Holiday: Offices Closed
12/26-29 Holiday Vacation: No School

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						16/77

MAY 2024						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22/172

5/24 Half-Day: Staff Collaboration
5/27 Memorial Day: Offices Closed
5/30-31 Kindergarten Screening
No School Kindergarten

Math MCAS Testing Delayed Start Dates (Gr. 9, 11, 12 only): check SRS website/calendar on www.stgrsd.org

1/1 New Year's Day Holiday
1/2 No School: Staff PD
1/3 SCHOOLS REOPEN
1/15 Martin Luther King, Jr. Day: Offices Closed
1/19 Half-Day: Staff Collaboration
Term 2 Grades Close

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						20/97

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
						8/180

6/1 Graduation
6/11 PreK Last Day (No Snow Days)
6/12 K-12 Last Day (180 Days): Half-Day
6/18 PreK Last Day (5 Snow Days)
6/19 Juneteenth Independence Day
6/20 K-12 Last Day (5 Snow Days): Half-Day

Please Note: School Committee action or inclement weather conditions may impact the calendar. Changes will be announced as they are made. School cancellations (i.e. snow days) will extend the school year.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL COMMITTEE

Theodore Locke
Tolland Representative
email: tlocke@stgrsd.org

Pamela Petschke
Granville Representative
email: ppetschke@stgrsd.org

Desiree Melloni
Southwick Representative
email: dmelloni@stgrsd.org

Ryan Korobkov
Southwick Representative
email: rkorobkov@stgrsd.org

Robert Stevenson
Southwick Representative
email: rstevenson@stgrsd.org

Russell S. Fox
Southwick Representative
email: rfox@stgrsd.org

Erika Emmelmann
Southwick Representative
email: eemmelmann@stgrsd.org

School Committee meeting dates and times can be found on the
Southwick-Tolland-Granville Regional School District website: www.stgrsd.org

CENTRAL ADMINISTRATION

86 Powder Mill Road, Southwick, MA 01077
Telephone: (413) 569 – 5391
superintendent@stgrsd.org

Jennifer Willard.....Superintendent of Schools
Joseph Turmel..... Director of Finance and Operations
Robin Gunn.....Director of Student Services
Jenny Sullivan.....Assistant Superintendent of Curriculum & Instruction

SCHOOL DIRECTORY

Woodland School (Pre-K – 2).....Michael Pescitelli, Principal
80 Powder Mill Road, Southwick, MA 01077
Telephone: (413) 569 – 6598
School Hours: 9:00 a.m. – 3:20 p.m.

Powder Mill School (3 – 6).....Erin Fahey Carrier, Principal
Enna Rood, Assistant Principal
94 Powder Mill Road, Southwick, MA 01077
Telephone: (413) 569 – 5951
School Hours: 8:05 a.m. – 2:40 p.m.

Southwick Regional School (7 – 12).....Serena Shorter, Principal
Charles Jasak, Assistant Principal
Sean Rood, Assistant Principal
93 Feeding Hills Road, Southwick, MA 01077
Telephone: (413) 569 – 6171
School Hours: 7:35 a.m. – 2:10 p.m.

WOODLAND SCHOOL CARES

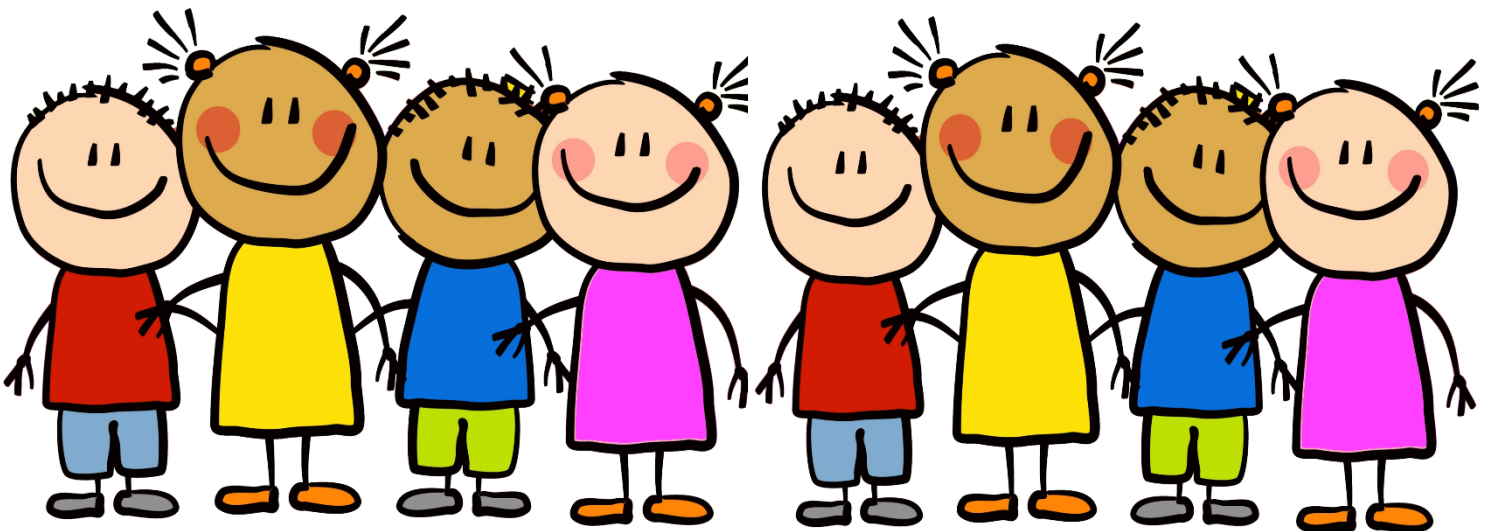
We **C**ooperate

We **A**ct Responsibly

We **R**espect All

We **E**xhibit Effort

We **S**how Self Control



ANIMALS IN SCHOOL

Animals may only be brought to school in accordance with District policy IMG Animals in Schools. A copy of that policy is available in the District policy manual on the website: www.stgrsd.org. Pets should not be brought to school during dismissal and or drop-off.

ATTENDANCE INFORMATION

Massachusetts's law requires that schools be in session 180 days per year. In accordance with the General Laws of the State of Massachusetts, Chapter 76, Section 1, every child between the minimum ages, as established by the Board of Education, shall attend a public day school or some other school approved by the school committee for the number of days as required by the Board of Education. Also, Chapter 76, Section 2 states that: "Every person having control of a child shall ensure their attendance for the number of days as required by the Board of Education."

Regular and punctual school attendance is essential for success in school. Administration recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

The above provisions clearly specify that a student must attend school every day that school is in session unless the student has a legitimate excused absence.

Students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

The school administration discourages students missing school for family vacations. Clearly, missed teacher presentations, lectures, classroom discussions, laboratory experiments, and such cannot be made up as homework. However, the reality exists that parents do take their children out of school for such trips and these absences will count against the attendance policy. When this occurs, the following procedures will be used:

- The parent(s) / guardian(s) will contact the administration in advance of the planned vacation.
- The student will be held responsible for making specific arrangements with their teacher(s) for assignments. Work will be offered to students upon their return from an absence from school. Please do not expect teachers to prepare student assignments in advance of your child's trip. All work will be offered to the student upon the return of the student to class. Full credit will be given for completed work.

PARENT NOTIFICATION OF CHILD'S ABSENCE

If your child is absent from school, please do the following:

- Call 569-6598 and Press #1 to record your child's absence. Please give your child's full name, the date of the absence and the reason your child is not in school. Your message can be left at any time, however, if you are requesting homework, a call must be placed in the morning. Homework can be picked up in the

office at the end of the school day or sent home with another student.

- If the child will be out an extended time, please let us know. Otherwise, a phone call must be made to the school each day your child is absent.
- If a phone call or direct communication was not made, a written note must be sent to the school within 2 days of the absence.
- If your child has been absent due to illness and you have seen your physician, please provide the school with documentation from medical personnel.

Twenty absences per year will be considered excessive and may jeopardize a student's promotional status and may result in filing a 51A – child neglect consultation and/or reporting to the Department of Children and families.

NOTIFICATION OF EXCESSIVE ABSENCE AND APPEALS

1. When a student has been absent five (5) days in a half year or ten (10) days in a year, the parent or guardian will be mailed a notice of this occurrence.
2. When a student has violated the Attendance Policy by being absent ten (10) or more days for any reason other than medical in either half a year or twenty (20) or more days in a year, the parent/guardian will be notified of the impact on academic growth and a mandatory conference (e.g. phone; meeting; etc.) will be scheduled with the Principal and parents.
3. A PARENT/GUARDIAN must notify the Administration of a desire to appeal in writing within five (5) school days of receiving a notice of the attendance violation to request an appeal of failing grades.

The Appeals process will consist of the Principal (or designee) and others at the discretion of the Administration, as deemed appropriate. Parents/guardians may present their appeal for a change of grades at the informal meeting. The parent/guardian will be informed of the date and time of a meeting to address the request. The Appeals Board will consider:

1. Information presented
2. Documentation from medical personnel
3. The overall student attendance record
4. Other information deemed appropriate by the Administration

The decision of the Appeals is final

5. The Appeal may override the Attendance Policy
6. The decisions of the Appeal will be rendered within five (5) school days of the appeals meeting

***FOR MORE INFORMATION ABOUT ATTENDANCE SEE DISTRICT POLICY AT THE BACK OF THE HANDBOOK.**

TARDINESS

Students should be in their classroom at 9:00 A.M. when Woodland School begins. Students who ride the bus will not be considered tardy if the bus arrives after 9:00; however, students who are dropped off or walk will be considered tardy if they arrive after 9:00. A student must attend school at least half a day to be considered present. A late arriving child should sign in at the office with a parent. The child may then go directly to their classroom. Students who have been tardy for three (3) unexcused times in a marking term will be given a warning and a letter will be sent home. Unexcused tardies will become excused with a medical note from a doctor.

DISMISSAL

If a child needs to be dismissed at any time during the day, a parent must send in a note with their child in the A.M., come to the office, and sign out the child. The student will be called to the office for dismissal. An emergency card is maintained for each child in the school. Students will be released only to the people whose names appear on the emergency card or have been authorized by the parent/guardian.

Children that go to after school programs will need a note sent in at the beginning of the year, or program, to notify the school and will need to follow up with subsequent notes for any changes in student's dismissal or routine.

If there is an emergency, a parent or guardian may phone the office during the day with dismissal instructions. Or, if a parent or guardian is picking up a child without prior notification, s/he should report to the office first.

Between 3:05 P.M. and 3:10 P.M., students are moving about the building returning from special classes or preparing for regular dismissal at 3:20 P.M. Please do not request to dismiss a student at this time. Because so many children are in transit, we feel that the safest and most orderly procedure will be for parents to wait until the regular dismissal time at 3:20 P.M.

BLACKBOARD CONNECT PHONE LINE

Families are notified of many school related topics through a notification service called Blackboard Connect. Some examples are unexcused absences, early dismissals, school closings, newsletters and district messages. It is important that the school office has your most current contact information including email and phone number on file so that you will receive all pertinent communication.

BUS SAFETY

Kindergarten through Grade 2 Bus Stop Standard Procedure:



Kindergarteners must be met at their bus stop by a responsible adult. If there is no adult present to retrieve a kindergarten student, the child will be brought back to the school. Students beyond the kindergarten level will be released from the bus unless the bus driver has concern for the child's safety. Bus drivers will have the discretion to determine if a child should be returned to the school.

Grades Kindergarten through Grade 2 Bus Stop Exception:

Occasionally, a child's designated bus stop is in a location that requires an adult to drive to the bus stop to retrieve his or her child (e.g. bus drop off is not in the child's own neighborhood – it may be a parking lot of a business). When this is the case for a student in grades Kindergarten through Grade 2 and the adult is not present at the bus stop, the child will be brought back to the school.

Parents must declare standard five (5) day pick-up and five (5) drop-off locations for their children that will remain in effect for the entire school year. Students are only allowed to ride their assigned bus.

Here are some suggestions to help your children use the bus safely. Please review them with your children periodically.

1. Waiting for the bus:
 - a. Children should stay out of the road except when they must cross the street.
 - b. They should not trespass on private property.
 - c. Younger children who are not attending school should not accompany your child to the bus stop without an adult.
 - d. Children should wait in an orderly manner. Rough behavior or running is dangerous.
 - e. As the bus approaches, they are to line up at least 10 feet off the road and should approach the bus only when the driver has opened the door and signaled to the students that it is safe to approach the bus.
2. Riding the Bus:
 - a. Children should listen carefully to the driver's instructions.
 - b. They should get on the bus quickly and be seated. Children may be expected to sit

- three in a seat.
- c. Children are expected to help keep the bus clean. Eating on the bus is not allowed.
- d. Students should keep all parts of their bodies inside the bus.
- e. Children must remain in their seats when the bus is moving.
- f. Children should restrict their talking to those children sitting next to them.
- g. Shouting is not allowed.

3. Camera usage on all buses: Audio and video cameras may be present on our STGRSD school buses.

When the bus driver reports inappropriate behavior, an administrator will speak to the students. If the behavior continues and a second bus warning is issued, the parent will be notified. If a third bus warning is issued the parent will be notified and the child may be temporarily or permanently removed from the bus. Parents will then be responsible for seeing that the child is transported to school.

CANCELLATIONS AND DELAYS

Closing school because of weather conditions or other emergencies will be broadcast online on the Southwick-Tolland-Granville Regional School District Facebook page, on TV stations WWLP 22 News; Western Mass News CBS 3, ABC 40 and Fox 6; and NECN. Voice and text messages will also be sent via phone to all households via the Blackboard Connect system.

When school opening is delayed, due to inclement weather, the delay is announced over the local radio and television stations, as well as, on the Southwick-Tolland-Granville Regional School District Facebook Page.

1. Busses will run two hours later.
2. School will begin at 11:00 A.M.
3. Lunch will be served at the usual time.
4. Dismissal will be at 3:20 P.M.

CARE OF BOOKS, SUPPLIES AND PUBLIC PROPERTY

Books and supplies are provided at public expense. It is expected that the children will be responsible for the reasonable use of these materials and in the event of loss or damage will pay for full replacement of each item.

Reimbursement is also expected in the event of damage to the buildings, furniture or equipment caused by misconduct or an act, which a given child would be reasonably expected to avoid.

CORI (CRIMINAL OFFENDER RECORD INFORMATION)

The Southwick-Tolland-Granville Regional School District requires CORI checks for the purposes of screening current and otherwise-qualified prospective school-based personnel and volunteers who will have the opportunity for unsupervised contact with children.

DAILY SCHEDULE

Preschool – Monday through Friday

Morning Session.....9:00 A.M. - 11:30 A.M.

Afternoon Session..... 12:30 P.M. - 3:00 P.M.

Kindergarten through Grade 2: 9:00 A.M. – 3:20 P.M.

DISCIPLINE PROCEDURE

The STGRSD complies with all conditions and procedures outlined in Chapter 222: An act relative to student access to educational services and exclusion from school.

The discipline procedures are designed to cover the general rules and regulations of Woodland School. However, it is not intended to be all inclusive and individual teachers or administration may have their own rules and regulations pertaining to the management of their classes or the school.

In elementary schools most discipline is usually handled by the classroom teachers. If a situation arises that is serious enough for a student to be sent from the room, the student will be sent to the principal's office. The teacher will notify the office that the student is being sent and the reason for his/her removal from the classroom. For more serious infractions, the teacher or administrator will also contact the student's parent/guardian and inform them of the situation.

Below is a list of possible infractions:

1. Talking or fooling around in class
2. Wasting time in class
3. Causing minor disruptions which impede the learning process
4. Chewing gum or eating candy
5. Lack of work completion
6. Breaking classroom regulations
7. Profane, obscene, or other improper language
8. Fighting
9. Any act which imperils or threatens the safety of others
10. Possession of any dangerous weapon or implement
11. Theft or damage to personal property of others
12. Possession of any illegal substance or apparatus
13. Acts of vandalism
14. Starting a fire or pulling a false alarm

Consequences or Interventions

Student discipline is confidential. Each situation is dealt with on the basis of the individual circumstances. The following list represents typical interventions that could be invoked by faculty and school administration.

1. Verbal warning
2. Seat changed
3. Discussion of problem with teacher or team of teachers
4. Notification to parents
5. Parent conference
6. Behavioral contract
7. Financial restitution
8. Lunch detention

9. Conflict resolution
10. Positive behavioral intervention supports
11. After-school detention
12. Adjustment counseling referral
13. Outside counseling referral
14. Time-out
15. In-school suspension
16. Out-of-school suspension
17. Expulsion from school
18. Suspension or expulsion from bus transportation
19. Police referral

Any student on external or internal suspension will not be allowed to participate in any school activities during period of suspension.

DROP OFF AND PICK UP PROCEDURES

For families transporting their child(ren) to and from school, families will drive down to the school, drive along the last row of parking spots and the transportation department fence, proceed to the end and pull up alongside the curbing. Parents can drop off in the morning 8:45-9:00 AM and pick up in the afternoon, 3:20-3:30 PM.

Students will enter school at the main entrance or middle entrance and will dismiss from the main entrance. We will signal when your child can get out of the vehicle in the morning. Please stay in your car unless your child needs help getting out or into their car seat or seat belt. **Please let buses join the line as they arrive.**

We will continue to use Silent Dismissal as our dismissal program to help with parent pick up.

On the first day of pick up, you will receive a display tag which will be used for future pick-ups. These tags will help us in notifying the classroom teacher when you have arrived for your child(ren). For families with multiple children, one tag includes all children in a family.

EMERGENCY DRILL PROCEDURE

Fire drills at regular intervals are required by law and are an important safety precaution. During a fire drill or other emergency drills, at the first signal given, everyone must obey orders promptly. During a fire drill or evacuation, everyone must clear the building by prescribed routes as quickly as possible. The teacher in each classroom will give students instructions. Any student who endangers safety may be disciplined.

Emergency Lock Down and Evacuation drills are held periodically during the school year and every drill should be treated as if there actually was an emergency. All passing done during drills will be done quickly and quietly to avoid confusion. Pay attention to your teacher so that you will be able to hear emergency instruction. NOTE: Parents should set up an emergency procedure so that their child knows what to do and where to go if, due to an emergency, they arrive home when a responsible adult is not there.

In the event of an actual emergency, please do not go to the school. You will receive information via Blackboard Connect notification system.

STGRSD EMPOWERED DIGITAL USE AGREEMENT

The Southwick Tolland Granville Regional School District (STGRSD) is empowering students with technology to enhance their ability to collaborate, communicate, create, and critically think. When providing students with computing devices, access to the Internet and Microsoft Office 365 accounts, including email, STGRSD is trusting students to make good choices and to do no harm.

STGRSD TRUSTs students to:

Treat myself and others with respect

Recognize others' work and ideas

Unleash learning with technology

Stand up to inappropriate use

Think about privacy before posting

The TRUST model listed above is adopted from: Dr. Tim Clark, Coordinator of Instructional Technology for Forsyth County Schools

When utilizing district technology, students must honor the trust that is being given to them. If violations of the trust occur when students are using a school account, device, or network, school administrators will assess the nature of the violation and provide an appropriate consequence. Violations will be handled in accordance with the schools' code of conduct. For instance, if a student damages a device, this will be treated as damage to school property. If a student uses social media to harass or bully another student, this will be treated as an act of bullying or harassment. If a student is using the device for something other than school work or is distracting other students with their device, then this will be considered disruptive classroom behavior. If a student violates state or federal law, this will be treated based on an assessment of the nature of the law violated and at times may include contacting local law enforcement.

With technology and the Internet constantly evolving, it is impossible to predict all the possible ways that a user may find to violate the trust being placed in them. If a violation of this trust occurs that does not have a clear parallel in the non-technological world, then administrators will consult with the Director of Technology or their designee to determine the nature and seriousness of the offense and apply an appropriate consequence.

The district will seek reimbursement for damage caused purposefully by the user (ex. removing keys) or through user neglect (ex. leaving outside in the rain). The district will not seek reimbursement for accidental damage or technical issues. At any time, if you notice that your device is damaged, please contact the school office as soon as possible.

If a device is not returned at the end of the school year, STGRSD will charge the recipient for the replacement cost of the device, which is \$400. If a charger is not returned, the replacement cost is \$40.

If a student repeatedly displays the inability to responsibly use technology, the privilege may be suspended or terminated.

ENGLISH LANGUAGE LEARNERS PROGRAM (ELL)

Students for whom English is not their primary language have equal rights of access to all courses of study in regular, special, technical and vocational school programs. They also have the right to participate in all school-sponsored activities.

All students entering the Southwick-Tolland-Granville Regional School District who speak a language other than English at home are evaluated for English language proficiency. If services are recommended, parents are advised of their choices. They have the right to accept or reject the services available.

Instruction for English Language Learners (ELL) is provided for all students who have a limited proficiency in English. Services are tailored to the individual language and educational needs of the student. For further information contact the ELL Coordinator.

ETHICS LAW

The Southwick-Tolland-Granville Regional School District discourages gifts to classroom teachers in accordance with M.G.L. c. 268A, section 3.

HANDBOOK ACKNOWLEDGEMENT FORMS

A parent/guardian must sign the handbook acknowledgement form, indicating that he/she has received and read a copy. If the signed acknowledgement form is not received by the third week in September, then the school district will nonetheless presume that the parent/guardian read this document.

KINDERGARTEN REGISTRATION



Kindergarten registration takes place in the spring. Parents of prospective kindergarten students are requested to contact Woodland School. To be eligible for Kindergarten, a child must be five years old by September 1st of the year entering. A birth certificate, proof of residency, records of immunizations and a physical examination form, including lead results, from the doctor must be presented at the time of registration. Transfer students may enter school any time during the year upon presentation of proper transfer records.

ENTRANCE AGE

In an attempt to permit children to enter kindergarten or first grade or any other grade at the time most appropriate for them individually, the school committee establishes the following policy on entrance age:

- 1) Children who will be five years of age before September 1st of the school year during which they wish to enroll will be eligible to enter Kindergarten in September.
- 2) Initial admission of children to the first grade (or any other grade) will involve a consideration of both chronological age and documentation to confirm that the child has achieved the standards associated with the grade level to be entered.

LOST AND FOUND

It is strongly urged that the parent put their child's name on all outer clothing. The "Lost and Found" is located in the dining room. The large quantities lost each year make it necessary to dispose of items to a local charity periodically.

MEDICAL INFORMATION

School Nurse and Health – The school nurse is available to work with you to accommodate your child's health needs while at school. From cuts, bumps and stomach aches, to chronic health conditions, the nurse is here to assist your child in remaining healthy and productive in school. Feel free to contact the school nurse with any questions, concerns or to obtain necessary forms.

Activity Limitations – If your student is required to have limited physical activity in school, a written statement from the licensed health care provider describing the limitations, must be provided to the school so appropriate arrangements can be made, if necessary.

Emergency Form - Each fall parents will receive a Student Health and Emergency Form. It is essential that the form be completed annually and that the information is current at all times. Medical conditions such as allergies, asthma, epilepsy, diabetes, etc. should be indicated on the form. Please update any changes throughout the year. This form can be downloaded from the District website under Departments, then selecting Health Services.

Field Trips – Permission forms for field trips are sent home by the students’ teachers prior to the field trip. Please complete the form as soon as possible. You must write any medication your child may need in the large box on the Field Trip Form and indicate if you give the teacher permission to administer the medicine on the field trip. Be sure to write any medical condition in the box, also (i.e. diabetes, migraine headaches, motion sickness, reactions to bee stings, etc.). If your child needs to take any medicine, a Physician and Parent Med Consent Form must be on file with the nurse. (This form can be found on the District website under Departments, then select Health Services.) Medications to be taken on the field trip will be delegated to a teacher to administer. It can take some time to make necessary arrangements for your child’s safe enjoyment of a field trip. Your cooperation is essential. Please discuss field trips with the school nurse at any time.

First Aid will be administered for minor injuries received during the school day. When a student becomes ill or is seriously injured, the parent is notified immediately. If a parent cannot be reached in an emergency, the child will be transported to the hospital.

Homebound Tutoring - Parents who expect their child to be absent for an extended period of time due to illness or accident, should contact the Student Services Department about home tutoring.

Immunizations – By law, The Massachusetts Department of Public Health requires that all students be fully immunized prior to school entry. The Massachusetts school immunization requirements are on the District’s website. Physicians are aware of these requirements, as well as, the required time intervals between doses. (Please note that each state has slightly different timetables for immunizations. If your child’s pediatric practice is in another state, make sure your child is compliant with Massachusetts requirements.) The State Department of Public Health mandates the school nurse to review the time intervals between the doses of specific vaccines. If the intervals between doses are outside of the Department of Public Health guidelines, an additional dose of vaccine may be required. Parents will be informed individually if this is necessary. Every child must be properly vaccinated to attend school in Massachusetts. Exemptions may be accepted for medical or religious reasons, and must be made in writing. Children who are homeless are allowed to enter pending verification of immunization.

Enforcement:

1. The school administration (principal, superintendent), in consultation with the school nurse, has the responsibility to refuse school admittance to students who have not received the required immunizations or who are not, otherwise, exempted. Unimmunized, or partially immunized students, whose private physicians certify in writing they are in the process of receiving the required immunizations, shall be allowed to attend school, provided they receive the required immunizations when scheduled. They will be regarded as being in compliance with the law, as long as, they are actively pursuing the receipt of immunizations.
2. It is the responsibility of the school nurse to review the records and inform the parent/guardian if the student is not in compliance. If the parent/guardian has difficulty obtaining the necessary immunizations, a choice of possible resources will be offered. Please refer to M.G.L. Chapter 76, Section 15, any student found to be in non-compliance with the immunization requirements is subject to immediate exclusion from school and shall not be readmitted until the parent or guardian satisfies the requirement of the statute or, in the alternative, provides evidence to substantiate an exemption as described above.

Medical and Dental Appointments should be made, whenever possible, during non-school hours.

Medication Policy – The Southwick-Tolland-Granville Regional School District follows the laws and regulations of the Massachusetts Department of Public Health in the formulation of medication policies to ensure the health and safety of children who need medication during the school day. The following forms must be on file in your child’s health records before any medication can be administered at school or on a field trip.

The forms are available from the nurse or may be downloaded from the District website.

1. A signed consent by parent or guardian to give the medicine.
2. A signed medication order completed by your child’s licensed prescriber (physician, nurse practitioner, etc.)

The policies include over-the-counter medicine such as acetaminophen, cough drops and ointments. Medicines must be in a pharmacy or manufacturer-labeled container. Students are not permitted to transport any medicine to or from school. Medicines must be delivered to the school. **It is necessary to obtain new orders and parental permission every year.** Any medications not picked up by the last day of school will be destroyed.

The school nurse may not administer any medications, including over the counter medications, without proper orders and consents. Students are not allowed to carry medications in school, and may be referred for disciplinary action if found with medication. Please plan ahead to meet your child’s medication needs. The school nurse is available to help you, if needed.

Our school physician has provided medical directives for our students. See bottom of the Student Health and Emergency Form.

Physical Examinations – State law requires physical examinations of all school children within a year before entry into school, and at intervals of either three or four years thereafter. The Southwick-Tolland-Granville Regional School District requires physical examinations in Grades K, 4, 7 and 10, and for all new students, and because your child’s physician has a comprehensive knowledge of the health status of your child, private physician examinations are strongly encouraged. If the school nurse has concerns about a student’s health, she may require a student to have an exam to attend school. An exam within a year of entry into school is acceptable.

Mandated Health Screenings – The Massachusetts Department of Health mandates health screenings that are performed during the school year. These include height, weight, vision, hearing and postural or scoliosis screenings. For any vision, hearing or postural screening outside normal limits, a referral will be sent home for further testing.

You have an option to not have your child participate in one or all screenings. You must however, make your decision to “OPT Out” of a screening in writing and send it to your child’s school nurse. Otherwise, your child will be automatically screened as per Massachusetts Department of Public Health (DPH) Regulations. “Opting out” only applies to screenings and DOES NOT apply to physical exams. The “OPT Out” option must be made annually (it does not carry over from year to year). The mandated health screening requirements may be located on the District’s website.

Wellness Policy – Our District Wellness Policy addresses nutrition standards, nutrition education, physical activity and other school-based activities designed to promote student wellness. It also includes an evaluation component. The complete policy is available on the District website.

When to Keep a Child Home – It is sometimes difficult to decide when a child should remain home from school. Here are some guidelines:

1. Child has vomiting or diarrhea.
2. Fever 100 degrees or higher, to remain home until fever free for 24 hours without the use of fever medications.
3. 24 hours after starting antibiotics, especially after conjunctivitis or strep throat.
4. Child with any contagious illness.

5. Excessive fatigue after illness.
6. When your child's doctor recommends rest at home following an illness, injury, or surgery.
7. After an injury or surgery when narcotic pain medication is still necessary.

Remember to obtain a note for school if your child misses school for any appointment with a doctor, dentist, orthodontist, or mental health provider.

POWDER MILL AND WOODLAND SCHOOLS' PARENT-TEACHER ORGANIZATION: PAWS

The Powder Mill and Woodland Schools' (PAWS) Parent Teacher Organization meetings are held monthly. If you are new to either school or even if you are already familiar with P.T.O. we encourage you to attend our meetings and become active in our school community.

PARENTAL CONCERNS/COMPLAINTS

It is not unusual for questions and/or concerns to arise during the course of a school year. Building a partnership between parents and teachers is the first step in ensuring quality education for our students. Calling or meeting with your child's teacher is the best and most productive way of addressing any issue.

If you have a concern about your child's performance, his or her classroom or academic program, you should contact the following people in this order:

- Speak with the teacher first. Your child's teacher is the person most familiar with your child and the most knowledgeable when it comes to curriculum and grade level concerns. The teacher may also re-commend meeting with additional school personnel if appropriate.
- If you are not satisfied with the solutions suggested by your child's teacher, contact school administrators. They will meet with you and the teacher to find a mutually acceptable solution to your problem.
- If, after meeting with your child's teacher and the Woodland Administration, you are unable to satisfy your concerns, you may contact the Superintendent of Schools.

PHYSICAL RESTRAINT

The Southwick-Tolland-Granville Regional School District complies with the Department of Education (D.O.E.) restraint regulations, 603 C.M.R. 46.00 et seq., as required by law. These regulations apply not only while attending school, but also at school-sponsored events and activities, whether or not on school property. Copies of this law are available at <http://www.doe.mass.edu/lawsregs/603cmr46.html>, and in the office of the principal.

In Southwick-Tolland-Granville Regional School District schools, we use non-violent restraint such as redirection, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used as a last resort.

PRESCHOOL SCREENING



The Preschool Team offers screening of three and four year old children at least once a month for Southwick, Tolland and Granville families. We also do screenings as the first step in a special needs referral throughout the year. Children are screened in the areas of vision, hearing, speech and language development. Preschoolers, who display some developmental delays based on screening results, are then followed up with a referral from Special Needs in accordance with Chapter 766.

The STGRSD Preschool Program is for students with disabilities. Public schools are required to offer free and appropriate educational services for children ages three to five (and older) who have a disability by state and federal requirements under the Individuals with Disabilities Education Act (IDEA).

The STGRSD Preschool Program is open to a limited number of peer role models/partner slots on a first-come-first-serve-basis. Peer partners are required to be toilet trained. Once slots are full, a wait list is created. Please note transportation is not provided for peer partners.

PROHIBITED ARTICLES

Dangerous weapons, including, but not limited to, a gun or a knife or controlled substances are prohibited. Also prohibited: tobacco products, fireworks, laser pointers, knives, toy guns, skateboards, CD players, hardballs, toys, stuffed animals, handheld gaming systems, chewing gum and anything else that disrupts the educational process. Toys attached to backpacks can be dangerous for students getting on and off the bus. Therefore, these are also prohibited. The school cannot assume responsibility for valuable articles brought in by the children or parents. In general, toys, handheld games, electronic devices, etc. should not be brought to school unless requested by the teacher.

PUBLICITY AUTHORIZATION AND RELEASE

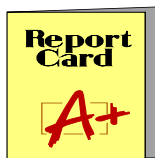
The Southwick-Tolland-Granville Regional School District and Woodland School may release and publish, student work, photographs, motion pictures, video images or other likeness of your child in connection with any and all news releases, public relations or promotional materials or announcements, advertisements, web pages or otherwise, concerning your child's academic honors, sports activities, participation in school-sponsored musical, dramatic or dance-performances, or any other purpose in connection with your child's attendance at Woodland School. If you have any objections to the Publicity Authorization and Release policy, please write to the building principal and your son/daughter will be exempt from this policy.

RECESS

Out-of-doors recess is part of the school program. Children are expected to come to school properly clothed for weather conditions. During inclement weather, and/or when the temperature is below 20°F, recess is held indoors. A written parental request for exclusion from recess will be honored for a reasonable length of time. Extended exclusions require a physician's written statement.

It is strongly recommended that flip flops not be worn to school. The children often twist ankles and stub toes when wearing these on the playground. If they are worn to school, the children are not allowed to use the playscape.

REPORT CARDS - CONFERENCES



Parent/Teacher Conferences are held twice each year. Dates are noted on the school calendar. Report cards are issued four times each year in all grades.

SCHOOL COUNCIL

School Council - The Woodland School Council consists of parents, teachers, administrators, and community representatives, who work together each year as an advisory board to the Principal; the goal of the Council is to continually improve education at Woodland School. The group meets each month. An election for parent

representatives is held at the April/May PAWS PTO meeting. Member elections are held every two years. Please refer to the Principal for a current membership list.

SCHOOL LUNCH PROGRAM



Woodland School offers healthy meals every school day. All schools have a lunch program set up under the National School Lunch Program and administered through the Massachusetts State Department of Education and United States Department of Agriculture.

The District uses a Point-of-Sale system. Parents register on-line at www.SchoolCafe.com using information provided to them by the School Nutrition Department. They will be able to pay for meals, as well as see what their child is eating and add any restrictions to sales. Students may also bring checks into school which will be deposited into their Point-of-Sale account if done before 9:30 in the morning; **no money will be accepted at the register during lunch.** No change will be given to students in school; any change will be credited to their account. All purchases made in the cafeteria will be done through the Point-of-Sale, so if your child wants to buy snack, money should be placed in their account as detailed above.

During the school year, when there is a scheduled half-day of school (e.g., Collaboration Day), we will offer a lunch to any student. These bag lunches are served with an entrée, fruit, vegetable and milk. Students will be asked to order in the morning, like usual, and their bagged lunch will be available to pick up in the cafeteria at dismissal. Please see the website for the menu of hot meals offered and for pricing.

All meals offered will be charged according to the standard lunch costs. Please be advised that the menu is subject change without notice.

Students who would like to have breakfast should pick up their breakfast from the Grab & Go Cart, located at arrival entrances, and proceed to their classroom.

Children who carry their own lunch must be sure their lunch box or bag has their name on it. Students should not share any food they bring from home. If a student forgets his/her money or lunch, he/she will be provided with a regular meal, and the charge will be added to the students' lunch account. Students with a balance will only be allowed to debit one full meal per day, per meal service, i.e. one breakfast and one lunch per day.

Information for free or reduced priced lunches is sent home with every student the first week of school. Additionally, if at any point during the school year a family wishes their children to participate, and feels that their income is within the eligibility guidelines, they should request an application from the school office or they can apply confidentially online at www.SchoolCafe.com. Parents will be notified of their children's eligibility by mail within 10 days. See nutrition page for help or links.

Any account with a positive balance at the end of the school year will be rolled into the students' accounts for the next year, regardless of which school they attend in the district. Any questions regarding this policy should be directed to the Director of School Nutrition, Matthew Lillibridge by emailing food@stgrsd.org

GUIDELINES FOR CLASSROOM CELEBRATIONS

The School District Administration has developed and implemented a protocol in an effort to minimize the risk of exposure to allergens that pose a threat to students. The Southwick-Tolland-Granville Regional School District recognizes the increasing prevalence of student allergies and the life-threatening nature of allergies for many students. As a result snacks made at home may not be shared with the students in classrooms.

For any in school celebrations, only wrapped, store-bought foods with the ingredients listed on the label will be distributed. The school principal in collaboration with the school nurse, may make an exception to this in order to approve curriculum based food activities. Alternate activities are strongly encouraged for celebrations. Our mission is to teach students that food shouldn't always be the focus and there are other ways to celebrate. We can have fun without food.

Additionally, some children are allergic to latex balloons. Therefore, latex balloons will not be allowed at school. However, mylar/foil balloons are safe and acceptable.

SPECIAL NEEDS SERVICES

Children with disabilities are provided with a range of services to meet their educational needs. Eligibility for services is determined through an evaluation process in accordance with Massachusetts Chapter 766 Regulations.

Consultation teams have been set up at the four schools in order to explore options and strategies to meet the needs of children who are having academic or social/emotional difficulties. These teams are comprised of Administration, Counselors, Regular and Special Education Teachers. They may refer a child for a special education evaluation if a disability is suspected.

Parental permission must be obtained in order to proceed with an evaluation. Parents are invited to meet with the professionals who evaluate their child and to participate in decision making about their child's educational plan.

Each school offers special education services to help address the individual needs of children with disabilities. These include Speech and Language Therapy, Occupational and Physical Therapies, Vision and Hearing Services, instruction in a Resource Room setting, and assistance within the general classroom. The participation of disabled students in school activities and programs is encouraged, as is their inclusion in appropriate academic classes.

Questions about available services may be addressed to the Principal or to the Director of Student Services.

TITLE I

Title I is a federally funded program designed to support non-proficient students in reading and mathematics.

Instruction is designed to meet the individual needs of students. Progress Reports and Parent Conferences are in conjunction with the regular classroom schedule.

Parents are encouraged to become involved in the program through at-home reading incentive programs, parent workshops and meetings.

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Southwick-Tolland-Granville Regional School District will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.

- The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

Southwick-Tolland-Granville Regional School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child’s teacher, please contact the building Principal.

TITLE 1 HOME COMPACT

Woodland School includes the following school/student/family accountability contract in its Student & Family Handbook which is posted to the school website annually.

Woodland School and the families of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership that will help children achieve the State’s high standards. This compact is in effect during school year 2023-2024.

School Responsibilities

Woodland School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
2. Hold parent/guardian-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.
3. Provide families with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:
4. Provide families reasonable access to staff. Specifically, staff will be available for consultation with families as follows:
5. Provide families opportunities to volunteer and participate in their child’s class, and to observe classroom activities.

Family Responsibilities

We, as families, will support our children’s learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television my children watch.
- Volunteering in my child’s classroom.
- Participating, as appropriate, in decisions relating to my children’s education.

- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent/guardian representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

VOLUNTEER PROGRAM



Volunteers play an important role throughout Woodland School. Some volunteers assist in classrooms by helping small groups or individual students with reading or mathematics projects. Others work in our Library helping children checkout books each week and re-shelving those that are returned. For those parents who cannot come to school, there are often projects that can be completed at home. If you would like to be a part of this exciting program, please contact your classroom teacher or call us at the School Office at 569-6598. You must complete a CORI form to be a volunteer or chaperone.

DISTRICT POLICIES

**CODE: NONDISCRIMINATION INCLUDING HARASSMENT
AND RETALIATION**

Category: FOUNDATIONS AND BASIC COMMITMENTS

Adopted: 3/9/05

File No.: AC

Revised: 2/7/2017, 10/24/2017

6/7/2022

The Southwick-Tolland-Granville Regional School District is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the District. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Southwick-Tolland-Granville Regional School District.

The Southwick-Tolland-Granville Regional School District does not exclude from participation, deny the benefits of the Southwick-Tolland-Granville Regional School District from or otherwise discriminate against, individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities. Such discrimination will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated.

The District will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and will also develop procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors.

I. What Is Discrimination, including Harassment?

Definitions

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal or physical, that is based on any individual's actual or perceived race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.

- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of the Southwick-Tolland-Granville Regional School District; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, and that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

"Title IX Sexual Harassment" (effective August 14, 2020) means verbal, physical or other conduct that targets a person based on their sex, and that satisfies one or more of the following:

- A school employee conditioning educational benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity;
- Any instance of "sexual assault", "dating violence", "domestic violence", or "stalking", as those terms are defined by the Clery Act (20 U.S.C. 1092(f)(6)(A)(v)) and the Violence Against Women Act (34 U.S.C. 12291(a)(8), (10) & (30)).

Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to the Southwick-Tolland-Granville Regional School District Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX. Please also see Policy ACAB.

II. Responsibilities of all Persons Associated with Educational Community

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment they witness and to immediately report to the appropriate party instances of discrimination, including harassment that are reported to them or of which they otherwise learn.

III. Designated Officials for Addressing Discrimination and Harassment Complaints

The Civil Rights Coordinator is responsible for receiving reports and complaints of violations of this Policy. Individuals may file a report or complaint of discrimination, including harassment, with the Civil Rights Coordinator and/or Title IX Coordinators if the complaint involves sexual harassment. If the complaint involves allegations of discrimination based on disability, the person filing the complaint also has the option to file his/her complaint with the building level 504 coordinator. A report or complaint of a violation involving the Civil Rights Coordinator(s) and/or Title IX Coordinators should be filed with

the Superintendent. A report or complaint of violation involving the Superintendent should be filed with the Committee.

The Civil Rights and Title VI Coordinator:

Jenny Sullivan, Director of Curriculum and Instruction, 86 Powder Mill Road, Southwick, MA 01077, (413) 569-5391 jsullivan@stgrsd.org

Title IX Coordinator:

Jenny Sullivan, Director of Curriculum and Instruction, 86 Powder Mill Road, Southwick, MA 01077, (413) 569-5391 jsullivan@stgrsd.org

Section 504/Title II Coordinator:

Jenny Sullivan, Director of Curriculum and Instruction, 86 Powder Mill Road, Southwick, MA 01077, (413) 569-5391 jsullivan@stgrsd.org

An individual can contact any of the above listed Coordinators to file a report/complaint as well as to seek assistance in the filing of a report/complaint. If a report/complaint is filed, the person should provide the Coordinator(s) with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

V. Investigation of Complaints

Upon receipt of a report or complaint of discrimination and/or harassment, the relevant Coordinator(s) should conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser, and any other appropriate party to provide information, including witnesses or other evidence, relevant to the consideration and resolution of the complaint. The Coordinator(s) will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. If further documentation or information is necessary, the Coordinator(s) will notify the appropriate party, asking that the information be provided within ten (10) school/working days. The Civil Rights Coordinator may also assign a designee to conduct the investigation in consultation with the Civil Rights Coordinator.

The District will take interim steps, as necessary, to ensure the safety and well-being of the complainant and the alleged harasser while the investigation is being conducted. Interim measures are available even if the complainant does not file or continue to pursue a complaint. The Civil Rights Coordinator(s) shall notify the complainant and the alleged harasser of specific types of interim measures available, which may include measures to avoid contact with the other party, allowing employees to change work situations as appropriate, or prohibiting contact between the parties pending the results of the District's investigation. At any time, a complainant or the alleged harasser may request either orally or in writing to the Civil Rights Coordinator that specific interim measures be taken pending the outcome of the investigation.

A written determination regarding the complaint and any resolution will be provided by the Civil Rights Coordinator to the complainant and the alleged harasser once the investigation is complete. The determination of whether the District's antidiscrimination policy has been violated will be based upon a preponderance of the evidence standard.

The complainant or the alleged harasser may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Civil Rights Coordinator. The Superintendent or his/her designee will respond to such request with notice to both parties within (30) thirty school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the District will take steps to prevent recurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action, counseling, development of a safety plan and other remedies, as appropriate.

VI. Consequences of Violating Policy - Discipline & Discharge

Any employee who violates this policy will be subject to disciplinary action consistent with the contractual provisions governing his/her employment. In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action, which may range from detention, suspension from schools, or expulsion from school. (Note: students with disabilities will be subject to the applicable disciplinary procedures set forth in the Students' Rights and Responsibilities District handbook, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973.) In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

VII. Confidentiality

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The District shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

VIII. State and Federal Authorities

In addition to the process described above, the complainant may, at any time, file a complaint with the U.S. Department of Education Office for Civil Rights, Massachusetts Commission Against Discrimination, Massachusetts Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

Massachusetts Commission Against Discrimination
436 Dwight St., 2nd Floor, Rm. 220
Springfield, MA 01103
Telephone: (413) 739-2145

Massachusetts Department of
Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906
Telephone: (781) 338-3000

Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: www.ed.gov/ocr.

LEGAL REFS: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)
M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)
Title IX of the Education Amendments of 1972

CROSS REF: [ACE](#), Non-Discrimination on the Basis of Disability;
[ACAB](#), Sexual Harassment
[GBA](#), Equal Employment Opportunity
[IJ](#), Instructional Materials
[JB](#), Equal Educational Opportunities

CODE: ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND GRIEVANCE PROCEDURE

Category: Foundations and Basic Commitments

Adopted: 3/9/2005

File No.: ACAB

**Revised: 11/5/2018, 8/18/2020,
6/7/2022**

The Southwick-Tolland-Granville Regional School Committee and the Southwick-Tolland-Granville Regional School District are committed to maintaining an education and work environment for all school community members that is free from all forms of harassment, including sexual harassment. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Southwick-Tolland-Granville Regional School District.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student

from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

Massachusetts General Laws Ch. [119, Section 51 A](#), requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school

employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

REPORTING

Any person may file a report of sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), at any time either in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. However, if a person files a false complaint in bad faith, knowingly and intentionally, they will be subject to discipline.

Title IX Coordinator:

Jenny Sullivan, Director of Curriculum and Instruction, 86 Powder Mill Road, Southwick, MA 01077, (413) 569-5391 jsullivan@stgrsd.org

The contact information for the Title IX Coordinators will always be prominently displayed on the school's website.

INVESTIGATIONS

The School will investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations. The school's grievance process will:

- Give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice at the party's own expense (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation;
- Use trained Title IX personnel to objectively evaluate all relevant evidence without prejudice of the facts at issue and free from conflicts of interest or bias for or against either party;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process;
- Obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
- Apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence"), so that the school bears the burden of proof and the standard of evidence is applied correctly;
- Use the preponderance of the evidence standard for all complaints of harassment on the basis of sex, regardless of whether the complaint is against students or district employees;
- Ensure the decision-maker is not the same person as the investigator and/or the Title IX Coordinator (i.e., no "single investigator models");

- Parties may submit written questions for the other parties and witnesses to answer;
- Protect all complainants from inappropriately being asked about prior sexual history (“rape shield”)
- Send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions;
- Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment;
- Offer both parties an equal opportunity to appeal;
- Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;
- Make all materials used to train Title IX personnel publicly available on the school’s website or, if the school does not maintain a website, make these materials available upon request for inspection by members of the public; and
- Document and keep records of all sexual harassment reports and investigations for at least seven years.

RECORD KEEPING

Schools must create and maintain records documenting every Title IX sexual harassment complaint. Records relating to complaints of sexual harassment must be kept in accordance with the records retention schedule. Such records include: records of a school’s investigation (including complaints (formal and informal), notices, the determination, investigative report, disciplinary measures or remedies, etc.); records of any appeals and materials associated with the appeal; records of any supportive measures taken in response to a complaint of sexual harassment (even if the complainant does not file a formal complaint); records of any informal resolution process; all materials used to train Title IX Coordinators, Investigators, decision makers, and those facilitating an informal resolution. The training materials must be kept on the School’s website.

RETALIATION IS PROHIBITED

Any person who experiences retaliation for exercising their rights under Title IX can file a retaliation complaint with the Title IX Coordinator. The school will keep the names/identity of parties and witnesses confidential unless such disclosure is required under another law, or is necessary to conduct a thorough grievance procedure.

SUPPORTIVE MEASURES

When alleged sexual harassment is reported, the Title IX Coordinator must inform the victim to their right of supportive measures even if no formal complaint is filed. The school must consider the alleged victim’s wishes with respect to supportive measures. Supportive measures for those involved in the sexual harassment complaint process may include: counseling, extending deadlines, modifications of work and/or class schedules, school escort services, increased school security and/or monitoring, mutual restrictions on contact between the individuals involved through a safety plan.

Supportive measures will be kept confidential whether they are provided to the alleged victim or accused person to the extent the confidentiality will not interfere with the supportive measure offered.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Southwick-Tolland-Granville Regional School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

CODE: TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Category: FOUNDATIONS AND BASIC COMMITMENTS

Adopted: 3/9/05

File No.: ADC

Revised: 2/1/2022

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SOURCE: MASC July 2016

LEGAL REF: M.G.L. [71:37H](#); [270:6](#)

CROSS REFS.: [GBED](#), Tobacco use on School Property by Staff Members Prohibited
[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited
[JICG](#), Tobacco Use

CODE: FACE COVERINGS

Category: Support Services

Adopted: 8/18/2020;
Rescinded: 5/17/2021
Revised: 8/30/2021, 2/14/2022,
3/1/2022

File No.: EBCFA

The District is committed to providing a safe environment in schools during the ongoing COVID-19 pandemic. Maintaining a safe environment is critical to the District's ability to ensure students remain in a full-time classroom learning environment.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance and recommendations from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

- A face covering that covers the nose and mouth is strongly recommended to be worn by individuals who remain unvaccinated or are otherwise immunocompromised in school buildings, and on school grounds, even when social distancing is observed.
- Individuals who are vaccinated are not required to wear a mask, but may do so if desired.
- **Students and staff returning from 5 day quarantine following a positive COVID test must follow strict mask use, other than when eating, drinking, or outside, and conduct active monitoring for symptoms, through day 10 of exposure.**
- **Masks will be required in all school health offices.**

Guidance Statements: Massachusetts Department of Public Health
<https://www.mass.gov/info-details/covid-19-mask-requirements - mask-requirements-in-certain-locations->
<https://search.mass.gov/?q=school+health+offices>
Center for Disease Control and Prevention – Guidance for Covid-19 Prevention in K-12 Schools Updated January 13, 2022.
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
Massachusetts Department of Elementary and Secondary Education – Fall 2021 Covid-19 Guidance Updated February 9, 2022

<https://www.doe.mass.edu/covid19/on-desktop/2022-0209mask-requirement-update.pdf>

SOURCE: MASC – February 10, 2022

CODE: Security Cameras in Schools

Category: SUPPORT SERVICES

File No.: ECAF

Adopted: 6/6/23

Revised:

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system as the situation requires.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC – Updated 2022

CODE: BUS STOP PROCEDURE FOR ELEMENTARY STUDENTS

Category: Students

Adopted: 5/17/16

File No.: EEAED

Revised: 11/05/2018

K – 2 Bus Stop Standard Procedure:

The health and safety of young children is a primary concern of the Southwick Tolland Granville Regional School District. Therefore, no Preschool, Kindergarten or Special Needs Child (as identified) will be left at a bus stop unless there is a responsible adult present who will assume all responsibility for the child. A parent/guardian may submit a note to dismiss a child to an older sibling or to another adult. If there is no sibling or responsible adult present to retrieve the child, the child will be brought back to the school. Students beyond the kindergarten level will be released from the bus unless the bus driver has concern for the child’s safety. Bus drivers will have the discretion to determine if a child should be returned to the school.

Grades K-2 Bus Stop Exception:

Occasionally, a child’s designated bus stop is in a location that requires an adult to drive to the bus stop to retrieve his or her child (e.g., bus drop off is not in the child’s own neighborhood – it may be a parking lot of a business). When this is the case for a student in grades K-2 and a responsible adult is not present at the bus stop, the child will be brought back to the school; unless a parent/guardian submits a note to dismiss a child to an older sibling or to another adult who will assume all responsibility for the child.

In the event no parent or designee is at the bus stop the procedure will be:

1. The bus driver will contact the district and may bring the child back to the school
2. The school will call the parent/guardian or emergency contact
3. If the parent has not been reached after a reasonable amount of time, the police will be notified.
4. The police and/or school personnel will remain with the child until a responsible adult/guardian is reached.

CODE: USE OF VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL TRANSPORTATION VEHICLES

Category: Students

Adopted: 6/20/2017

File No.: EEAEF

Revised:

To ensure the provision of a safe and secure environment for students, it is the policy of the Southwick-Tolland-Granville Regional School District to utilize video and audio recording devices on any or all school transportation vehicles (i.e. school buses, vans, mini-vans) used to provide transportation for District students. This authority shall extend additionally to all vehicles contracted by the District for the transportation of its students.

The presence of video and audio recording devices on school transportation vehicles shall be announced by signage displayed prominently on the vehicle. No additional notice of video & audio

recording devices on school grounds shall be required. After its initial adoption, the District shall provide notice of this policy annually to students and parents in the respective student/parent handbooks and also any beginning of the year bus letters that may go home. Drivers will be notified annually or upon hire.

All recordings are considered confidential and will only be viewed on an “as needed” basis by those individuals authorized by federal and state law and this policy.

After a recording on a school transportation vehicle has been made, the District will retain the recording in a secure location. Digital recordings shall require password protection to access software to view files. The District may access recordings for the purpose of investigating complaints against students, staff, and the public. Recordings may be used as evidence in the discipline/prosecution of students, staff and the public. Recordings used for said purpose shall be retained by the District until the final resolution of any discipline/prosecution, including the time period for appeal or a court ordered retention period (if any). Recordings not used for discipline, law enforcement or court action will be erased and the recorded media reused at the direction of the Superintendent or designee. Access to recordings shall be limited to the following individuals, unless expressly granted to another by the Superintendent of Schools.

- Superintendent of Schools
- Transportation Supervisor or designee
- School Business Manager or Chief Fiscal Officer
- School Principals
- Special Education Director
- Law Enforcement Officers
- Students and/or Parents of Students directly involved in a particular incident or complaint (subject to following considerations*)
- District Counsel

Any request for the viewing and/or listening of a recording must be approved by the Superintendent or designee. The Superintendent or designee will determine if an individual requesting to view and/or listen to the recording is considered authorized pursuant to federal and state law and this policy. A recording shall only be viewed if there is a report of a serious incident as determined by the Superintendent or designee, or a complaint relative to conduct. The Superintendent or designee will be responsible for maintaining a log of the date and names of all individuals who review a recording.

*Video and audio recordings used as part of disciplinary or other proceedings regarding students shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act (“FERPA”). Release of such video and audio recordings will only occur pursuant to disclosure requirements of FERPA and such recordings may not be released to parents without the express, written permission of the parents of all identifiable students. Only the portion of the video and/or audio recording which is relevant to the incident or complaint will be reviewed or released in accordance with state and federal law and this policy.

CODE: FOOD ALLERGY POLICY

Category: SUPPORT SERVICES

Adopted: 10/2/07

File No.: EFAB

Revised:

The Southwick-Tolland-Granville Regional School District recognizes the increasing prevalence of student allergies and the life-threatening nature of allergies for many students. The school district administration has developed and implemented a policy and protocol to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community on management of student allergies, and to plan for the needs of students with allergies. The schools are committed to working with allergic students and their parents to address the students' emotional and social needs in addition to their health needs.

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's responsibility

- Notify the school of the child's allergies each new school year.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including classroom, in the cafeteria, during school sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of a child on a written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Encourage parents to have allergic child wear Medic Alert necklace or bracelet.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child after a reaction has occurred.
- Provide emergency contact information

- Parents are strongly encouraged to inform the bus or van driver, and any substitute driver when possible, about their child's allergy.

School's responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis (including bus, van, and substitute drivers) understand food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- All staff members who interact with the student on a regular basis will be trained on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan. The training will be provided annually at the start of the school year.
- Appropriate staff members will be trained regarding the administration of an Epi-pen, as outlined in the Department of Public Health regulations. All staff members will be informed of the location of the Epi-pens.
- Work with the district transportation administrator to assure that school bus/van driver training includes symptom awareness and what to do if a reaction occurs.
- Enforce a "no eating" policy on school buses. Exceptions will be provided for those students with diabetes who may need a snack to treat a hypoglycemic episode or for circumstances where students are traveling for long periods of time. Students will be informed of this policy at the beginning of each school year, and said policy will be included in each school handbook.
- Discuss field trips with the family of food allergic child to plan appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against allergic child seriously.
- Substitute teachers, when applying for employment, will be provided information on the management of student allergies. This information will address prevention efforts, information about common allergies, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan.
- An Individual Health Care Plan and Allergy Action Plan that addresses management will be developed for each student with an allergy. A copy of the Allergy Action Plan will be provided to the classroom teacher and substitutes for all preschool to grade 5 students and to all core

subject teachers for middle school students. The protocol will address how much information about student allergies will be provided to other personnel, such as specialists, as needed. The implementation of the District protocol and of the individual plan for each allergic student requires a team approach and cooperation among administrators, teachers and other staff members, parents, and the student as appropriate.

Student's responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain food to which they are allergic.

Classroom management procedures

- Appropriate accommodations may be made in the classroom.
- Procedures will address education of parents and student and planning for special events involving food. The protocol will allow for age-appropriate classroom rules. For preschool to grade 4 students, the classroom teacher, in collaboration with the nurse and with input from parents of the food allergic child, will develop classroom specific protocol regarding management of food in the classroom.

Kitchen and cafeteria procedures

- All kitchen staff will only use latex-free gloves
- The school kitchen will prepare all products in a manner that will minimize the risk of cross contamination of foods. The preparation area and all utensils will be washed in hot, soapy water immediately after the completion of the task.
- All food products will be clearly labeled as to ingredients.
- Peanut/nut-free table (or areas of tables) will be provided as needed and will be clearly identified. Allergy tables are to be positioned in a manner that minimizes the isolation of allergic students. When feasible, other students will be encouraged to sit at allergen-free tables if appropriate measures are in place to minimize cross-contamination of the allergen-free tables.
- The staff on lunch duty will ensure that the allergen-free table(s) and chairs will be washed before lunches begin and after each group finishes. The same tables will be used each day and will be clearly marked as allergen-free. Volunteers and/or substitutes will be informed which tables are allergen-free.
- Staff and volunteers on lunch duty shall monitor the students' compliance with the food allergy protocol at allergen-free table(s). They should also be aware of any bullying or teasing behavior toward a food-allergic student and report any such incidents to the administrator.

- Students will be discouraged from sharing any food or utensils throughout the cafeteria.

Procedure for handling epinephrine

- Each school must maintain a current supply of epinephrine by auto-injector (Epi-pens) and must comply with all Department of Public Health regulations for administration, storage, and record-keeping concerning epinephrine.
- The school nurse shall register with the Department of Public Health, and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210.
- All staff members will be informed of the location of the Epi-pens.

Emergency response procedures

- All staff members supervising students with life-threatening allergies must have means of communication to call for assistance.
- The school nurse or another school staff member trained to administer epinephrine in accordance with 105 CMR 210 must be available in each school during the school day and must accompany food allergic student on field trips. The protocol must provide for the management of anaphylaxis in individuals with unknown allergies, including an authorization for administration of epinephrine by the school nurse signed by the school physician.

The implementation of the District protocol and of the individualized plan for each allergic student requires a team approach and cooperation among administrators, teachers and other staff members, parents, and the student as appropriate.

CODE: UNPAID MEAL CHARGE POLICY

Category: Support Services

Adopted: 5/21/2020

File No.: EFDA

Revised:

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with unpaid meal charges (i.e. purchases of meals made against an account with an insufficient balance). However, unpaid meal charges can place a significant financial burden on the School District, as the school nutrition operation is intended to be a self-supporting program within the District and operational deficits must be funded by the general fund or other financial resources of the District. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meals account balances.

The provisions of this policy pertain to regular priced school meals only.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student

handbooks and provided to parents of incoming students. All students will be assigned an account by the School Nutrition Office. After a student's account reaches zero or enters the negative, the student's parent/guardian will be notified by e-mail or phone call that funds must be deposited to avoid interruption to meal purchases. Student's with balances at or below \$0.00 will not be allowed to purchase "a la carte" items including, but not limited to, a second entrée, snack, ice cream, or an additional beverage. For students in grades Pre-K through 6, the student will still be allowed to purchase a qualifying reimbursable meal, and that meal will continue to be charged to the student's account at the standard meal rate based on their meal status. For students in grades 7 through 12, the student will be allowed to purchase a qualifying reimbursable meal until the student's meal account reaches the negative value equivalent to five (5) regular qualifying reimbursable meals. Students in grades 7 through 12 with account balances at or below the negative value equivalent to five (5) regular qualifying reimbursable meals who attempt to purchase meals shall be denied at the point of sale.

Payments

Parents/guardians are responsible for all meal payments to the School Nutrition Program. Notices of low or deficit balances will be sent directly to parents/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment-due notices or account statements to students unless a student is known to be an emancipated minor who is fully responsible for themselves, or is over the age of 18. If parents/guardians have questions or concerns regarding student purchases and/or account balances, they should contact the School Nutrition Office.

Parents/guardians must pay for meals in advance. Further details are available on the District's website and in student handbooks. Sufficient funds should be maintained in student accounts to minimize the possibility that a student may be without a sufficient balance on any given day. At the conclusion of the school year any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias will utilize computerized point-of-sale register systems that maintain records of all monies deposited and spent for each student and those records shall be available to parents through an online account or by speaking with the school's kitchen manager or the Director of School Nutrition. The point-of-sale system shall be designed to prevent direct identification of a student's meal status. Parents/guardians will receive notification of low-balance accounts via email or regular postal mail on a weekly basis, if applicable. For accounts with persistent negative balances, parents/guardians will be contacted by phone by the School Nutrition Office. Accounts that remain at a negative balance for 30-days or more will be referred to the District's Business Office for further collection efforts.

Refunds

Refunds of account balances for withdrawn and graduated students require a written request by the parent/guardian. Parents/guardians of graduated students also have the option to transfer funds to a sibling's account or to donate the balance to another student's account with a written request to the Director of School Nutrition.

Delinquent Accounts/Collections

Accounts that remain in a delinquent status may result in a student's loss of access to extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation-related activities.

The Superintendent of Schools shall ensure that there are appropriate and effective collection procedures and internal controls within the School District's Business Office that meet the requirements of law.

If a student is without a lunch and his/her meals account is in a delinquent status on a consistent basis, the school administration may investigate the situation more closely and take further action as necessary. If evidence of financial hardship exists or is suspected, parents/guardians will be encouraged to pursue eligibility for free or reduced price meals for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all related staff and families at the beginning of each school year and to families transferring to the District during the school year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

CODE: HEALTH EDUCATION

Category: INSTRUCTION

File No.: IHAM

Adopted: 5/3/05

Revised: 12/16/08

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The school committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

The school committee is committed to a sound, comprehensive health education program as an integral part of each student's general education.

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

In order to promote a relevant, dynamic approach to the instruction of health education, the school committee will continue to stress the need for curricular, personnel, and financial commitments that are necessary to assure the high quality of the system's health education program.

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 71:1

CODE: PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

Category: INSTRUCTION

Adopted: 5/3/05

File No.: IHAM-1

Revised:

In accordance with General Laws Chapter 71, Section 32A, the Southwick-Tolland-Granville Regional School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curriculum change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of School.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

SOURCE: MASC Policy

REF.: Department of Education

CODE: HEALTH EDUCATION (Exemption Procedure)

Category: INSTRUCTION

File No.: IHAM-R

Adopted: 5/3/05

Revised:

Exemption will be granted from a specific portion of health education curriculum on the grounds that the material taught is contrary to the religious beliefs and/or teachings of the student or the student's parent/guardian.

A request for exemption must be submitted in writing to the principal in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.

The principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

The principal will inform the parent/guardian of disposition of the request within a reasonable number of school days of receipt of the request.

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 71:1

CODE: ENGLISH LEARNER EDUCATION

Category: INSTRUCTION

File No.: IHBEA

Adopted: 5/3/05

Revised: 3/29/2022

The District shall provide suitable research-based language instructional programs for all identified English learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education (DESE) regulations and guidance.

The District shall identify students whose dominant language may not be English through

- home language surveys that identify a primary home language is other than English
- observations
- intake assessments
- recommendations of parents/guardians, teachers and other persons.

Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to DESE each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by DESE to comply with federal law.

SOURCE: MASC April 2019

LEGAL REFS.: Elementary and Secondary Education Act, as amended
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)
603 CMR [14.00](#)

CODE: ACCESS TO DIGITAL RESOURCES

Category: INSTRUCTION

Adopted: 5/7/2019

File No.: IJND

Revised:

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

Empowered Digital Use

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept, the district's Access to Digital Resources Policy before accessing the district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

SOURCE: MASC

LEGAL REFS: 47 USC § 254

Adopted: August 2015

Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.

CODE: EMPOWERED DIGITAL USE POLICY

Category: INSTRUCTION

File No.: IJNDB

Adopted: 6/7/05

Revised: 5/21/2019

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the District provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, as well as the school District network is a privilege and when using them in accordance with School District guidelines users will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- The District will comply with all relevant privacy laws relating to personal information that is disseminated using the District's system/network (including home/mobile phone numbers, mailing addresses, and passwords).
- Individuals will show respect for themselves and others when using technology including social media. (CROSS REF: IJNDD Policy on Social Media)
- Users shall give acknowledgement to others for their ideas and work.
- Users shall report inappropriate use of technology immediately.
- The Network is the property of the STGRSD and its storage systems are therefore subject to inspection by the administration at any time. As such, users should be aware that routine maintenance and monitoring of the system may lead to discovery that the user has violated or is violating the STGRSD Empowered Digital Use District Policy, and/or the law. System users should not have an expectation of privacy to the contents of their personal files on the Network.
- If there is suspicion that a user has violated the Empowered Digital Use District Policy or the law an individual search will be conducted. The nature of the investigation will be in the context of the nature of the alleged violation.

These procedures shall be reviewed annually by District administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, and ethical use of technology.

Parent/Guardian Notification

The STGRSD Empowered Digital Use Policy establishes expectations for appropriate behavior when using District technology. There is a wide range of material available on the Internet, some of which may not be in concert with the particular values of the families of students. It is not practically possible for the STGRSD to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for communicating their particular set of family values to their children. The District will encourage parents/guardians to specify to their children what material they believe is and is not acceptable for their children to access through the Network. The District will utilize an Empowered Digital Use Form to inform students about what type of materials and behaviors are acceptable and expected. STGRSD will also provide students with instruction about personal safety and well-being while using the Internet and technology through the Massachusetts Digital Literacy and Computer Science curriculum.

District Limitation of Liability

The STGRSD makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its Network will be error free or without defect. The District will not be responsible for any damages users may suffer, including but not limited to loss of data, interruptions of service, or physical, psychological, or monetary damages. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for unauthorized financial obligations arising through the use of the system.

SOURCE: MASC

Adopted: August 2015

CROSS REF: IJNDD Policy on Social Media
Empowered Digital Use Form

CODE: POLICY ON SOCIAL MEDIA

Category: INSTRUCTION

File No.: IJNDD

Adopted: 4/12/2012

Revised: 5/21/2019

The Superintendent and the School Principals will annually remind existing and orient new District employees the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) Improper fraternization with students using social media or other electronic means.
 - a. District Employees may not friend or follow current students on social media.
 - b. All electronic contacts with students should be through District approved systems, except emergency situations.
 - c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator or the administrator's designee as a member. Access to the page will remain with the coach or faculty advisor.
 - d. All contact and messages by supervisors of student groups (club advisers, coaches, etc...) shall be sent to all members of the group, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator or designee.
 - e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - f. Inappropriate contact via phone or electronic device is prohibited.
- 2) Inappropriateness of posting items with sexual content

- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Examples of inappropriate behavior from other districts, as behavior to avoid
- 5) Monitoring and penalties for improper use of district computers and technology
- 6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if District employees have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the District employee and may consider and apply disciplinary action up to and including termination.

SOURCE: MASC October 2016

CODE: STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH
Category: INSTRUCTION **Adopted: 6/7/2022**
File No.: ILD **Revised:**

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if they are at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents/guardians with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents/guardians of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents/guardians annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents/guardians shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents/guardians or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

CROSS REF.: [JRA](#), Student Records

SOURCE: MASC February 2018

CODE: STUDENT-TO-STUDENT HARASSMENT

Category: Students

Adopted: 2/15/11

File No.: JBA

Revised:

Harassment of students by other students will not be tolerated in the Southwick-Tolland-Granville Regional School District. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, color national origin, sexual orientation religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, or other school matter;
- Demeaning

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy

LEGAL REF.: M.G.L. 151B:3A
 Title VII, Section 703, Civil Rights Acts of 1964, as amended
 Board of Education 603 CMR 26:0

REFS: “*Words That Hurt*,” American School Board Journal, September 1999
 National Education Policy Network, NSBA

CODE: HOMELESS EDUCATION POLICY

Category: Students

File No.: JFABC

Adopted: 10/4/05

Revised:

McKinney Vento Homeless Assistance Act

In compliance with the federal McKinney-Vento Homeless Education Assistance Act the STGRSD will immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. If a homeless child or youth arrives without immunizations or medical records, the parent/guardian will be referred to the STGRSD Homeless Education Liaison. The Homeless Education Liaison will have the responsibility to obtain relevant academic records, immunizations and/or medical records and to ensure that homeless students are attending school while the records are obtained.

It is the policy of the STGRSD that a child is homeless if living in one of the following situations:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building or trailer
- Doubled-up with friends or relatives

If a child lives in any of the situations noted above, the STGRSD Homeless Education Liaison will:

- Help to immediately enroll the child in school
- Assist the child in staying in their old school or the school closest to where they are presently staying
- Put transportation in place to and from school

- Ensure that the child gets automatic free breakfast and lunch
- Ensure the child receives the same services as other students
- Ensure the child is aware of their right to attend classes even while the school and child seek to resolve a dispute over enrollment

Any questions can be directed to the STGRSD Homeless Liaison, Robin Gunn 569-0111 or Peter Cirioni, State Coordinator (781) 339-6294

Or call one of these organizations:

Massachusetts Coalition for the Homeless, Robyn Frost

Toll-Free: (866) 205-1700, ext. 100

Greater Boston Legal Services, Steve Valero (617) 603-1654

New England Network for Child, Youth and Family Services, Melanie Wilson (978) 266-1998

CODE: STUDENT ABSENCES AND EXCUSES

Category: Students

Adopted: 10/4/05

File No.: JH

Revised: 10/21/14

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal or designee has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable.

The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent or designee has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC LEGAL REFS.: M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20

CODE: STUDENT RIGHTS AND RESPONSIBILITIES

Category: Students

Adopted: 10/4/05

File No.: JI

Revised:

The school committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injures his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right of privacy, which includes privacy in respect to the student's school records.

It is the school committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the school committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

CODE: STUDENT CONDUCT

Category: Students

File No.: JIC

Adopted: 10/4/05

**Revised: 10/21/14,
 4/24/2018**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal or designee shall include prohibited actions in the student handbook or other publication and made available to students and parents.

Principals/designee and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal or designee may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal or designee shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal or designee must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal or designee shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal or designee must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal or designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's or designee's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal or designee shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal or designee shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal or designee that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal or designee, student, and parent; render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal or designee shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – Not More Than 10 Days Consecutively or Cumulatively

The principal or designee may use in-house suspension as an alternative to a short-term suspension. It is the principal's responsibility to inform the student of the disciplinary charge and to provide the student the opportunity to dispute the charges and explain the circumstances. If the principal determines that the student committed the offense, the principal must inform the student of the length of the suspension which may not exceed ten days cumulatively or consecutively, in a school year.

It is the principal's, or designee's, responsibility to orally inform the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction and the length of the in-school suspension.

The principal must also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. The principal needs to schedule the parent/guardian meeting for the day of the suspension or as soon as possible, and must document at least two attempts to reach the parent for the purpose of orally informing the parent. Additionally, the principal must send written notice to the student and the parent/guardian about the in-school suspension, inviting the parent to a meeting if such meeting has not occurred, which must be delivered on the day of the suspension.

Principal's or Designee's Hearing – Short Term Suspension of up to 10 Days

The hearing with the Principal or designee shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal or designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal or designee should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal or designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal or designee shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal or designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal or designee shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's or Designee's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal or designee shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute

the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal or designee may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal or designee, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal or designee shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal or designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal or designee should consider in determining consequences for the student.

The Principal or designee shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal or designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal or designee and the parent.

If the Principal or designee decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal or designee; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's or designee's decision to the Superintendent or designee, but only if the Principal or designee has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's or designee's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal or designee shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal or designee shall have the right to appeal the Principal's or designee's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal or designee's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's or designee's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal or designee, but shall not impose a suspension greater than that imposed by the Principal's or designee's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal or designee determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal or designee shall inform the

student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal or designee shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal or designee shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal or designee of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H3/4](#); 76:17; 603 CMR 53.00

CODE: CODE OF DRESS AND GROOMING

Category: Students

Adopted: 5/24/05

File No.: JICA

Revised: 5/17/2022

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

CODE: STUDENT CONDUCT ON SCHOOL BUSES

Category: Students

Adopted: 12/6/05

File No.: JICC

Revised:

BUS REGULATIONS

Transportation by school bus to and from school is a privilege for all pupils who qualify according to the Rules and Regulations of the School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that the right of a pupil to transportation to and from school is a qualified right dependent on good behavior. Some of the following regulations are supported by State Law, violations to parts of the following rules are punishable by fines:

1. On roads and highways where there are no sidewalks, students walk on the side facing traffic to and from a bus stop.
2. Students must be on time at pick-up point, the bus stop, five minutes before the regular pick-up time. Dogs should be restrained in homes until after bus leaves in the morning.
3. While waiting for the bus, students do not run, push, or play games. They must respect other people's property.
4. Students must be courteous! They will not push or shove on entering or leaving the bus. They will leave the bus promptly at their destination.
5. When crossing the highway after alighting from the bus, students cross only after the driver signals that it is safe to cross. They will pass ten feet in front of the bus and look for the traffic in both directions before crossing the highway.
6. Students will take their seats promptly on entering the bus and remain in it until they arrive at their destination.
7. Students will ride only on their assigned bus; seats may be assigned by the Bus Driver.
8. Students will not use profane, loud, or boisterous talk or make other noises that might distract the driver in whose hands are the lives of all children.
9. Students will be respectful to the bus driver. He/She has a very important task to perform and he/she needs help. His/Her eyes and ears need to be focused on the road in order to drive safely to and from school.
10. The school bus is a "classroom on wheels." Students will conduct themselves as they would in school. On the bus there will be no fighting or roughhousing, no insubordination, swearing or obscene gestures, no possession, consumption or sale of drugs or alcohol or any types of behavior where other school disciplinary conduct rules and regulations may apply.

11. Students will not enter into conversation with the driver while the bus is in motion, but will report any emergency to him/her at once!
12. No senior high school student at any time may ride home from school on an afternoon elementary or middle school bus without permission of his/her principal or assistant principal.
13. Students do not bring animals, pets, explosives, weapons of any sort, or large objects on the school bus.
14. Students keep their backpacks, books, musical instruments, and athletic equipment out of the aisles. They keep the bus neat and do not mark, cut, or break any part of the bus.
15. Students do not throw anything in the bus or out the windows. They do not put their hands, arms, or other parts of their body out the windows or rear exit door of the bus at any time.
16. Generally, there will be no eating or drinking on the bus. When eating and/or drinking on the bus is permitted it will be at the discretion of the bus driver.

The school administration may deprive pupils of the privilege of riding the school bus for a reasonable length of time if the pupils violate these rules. In all cases, a report must be made to the parents.

Warning Cards/Bus Cards:

Depending upon the seriousness of the situation, the following actions may be taken:

- 1st Offense - 0 to 5 days suspension of transportation privileges. Parent notification
- 2nd Offense - 5 to 10 days suspension of transportation privileges. Parent notification
- 3rd Offense - 10 to 15 days suspension of transportation privileges. Parent notification
- 4th Offense - Minimum of 15-day suspension of transportation privileges and a meeting with parent, student, and administration

ANY FURTHER VIOLATION WILL RESULT IN PERMANENT SUSPENSION OF BUS PRIVILEGES FOR THE YEAR

CODE: HAZING
Category: Students
File No.: JICFA-E

Adopted: 10/4/05

Revised:

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such

conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

SOURCE: MASC Policy

CODE: Bullying

Category: Students

File No.: JICFB

Adopted: 12/7/10

Revised: 01/07/14, 4/19/16

9/15/2020

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At school functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the

principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed as soon as reasonably possible, and the investigator will do his/her best to complete the investigation within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR [26:00](#)
M.G.L. [71:37O](#); [265:43](#), [43A](#); [268:13B](#); [269:14A](#)

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

CROSS REFS.: [AC](#), Nondiscrimination
[ACAB](#), Sexual Harassment
JBA, Student-to-Student Harassment
[JIC](#), Student Discipline
[JICFA](#), Prohibition of Hazing

SOURCE: MASC August 2013

Appendix B

Age Appropriate Bullying Prevention Language for the Woodland School Handbook

Below is some bullying prevention language parents can share with young children:

1. Be kind to each other.
2. Do not use words that would cause a classmate to feel sad, upset, or ashamed.
3. Keep your hands to yourself. Do not hit, kick, punch, pinch, or touch another student. Never touch another student in a way that might hurt them.
4. Do not say things that would hurt others' feelings, or make them feel scared.
5. If someone is being saying or doing anything to you or any other student that makes you feel upset or scared, tell your teacher, principal, parents, or another adult right away.
6. If you say or do things to other students that make them feel upset or scared, there will be consequences.

Age Appropriate Bullying Prevention Language for the Powder Mill School Handbook

You can prevent bullying from happening if you follow this code of behavior.

1. Be kind to each other.
2. Do not use words that would cause a classmate to feel sad, upset, or ashamed.
3. Keep your hands to yourself. Do not hit, kick, punch, pinch, or touch another student. Never touch another student in a way that might hurt them.
4. Consider other people's feelings at all times before you speak.

5. Do not say or do anything to threaten another student.
6. Do not do or say anything that would make another student scared.
7. Do not tease, taunt, mock, embarrass, or humiliate your classmates.
8. If you are being bullied, tell an adult right away.
9. If you know another student is being bullied, tell an adult right away.
10. If you bully another student, you will be disciplined, up to and including expulsion from school.

Cyber-bullying Prevention:

1. Do not write anything in an email, text, tweet, online post, or in any other electronic forum that you would not say out loud for everyone to hear. Remember that these written messages are out of your control once you send or post them, and they may continue to exist long after you have deleted your copy.
2. Follow the rules above for preventing bullying and apply them to electronic communications.
3. If you are being cyber-bullied, tell an adult right away.
4. If you know another student is being cyber-bullied, tell an adult right away.
5. If you engage in cyber-bullying, you will be disciplined up to and including expulsion from school.

Appendix C

STGRSD Summary for Parents/Guardians for Handbooks

On May 3, 2010, Governor Patrick signed an Act Relative to Bullying in Schools. This new law prohibited bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents.

This plan is updated to reflect M.G.L. c. 71, § 37O as amended by Chapter 86 of the Acts of 2014 and Sections 72-74 of Chapter 38 of the Acts of July 2013, which changed the definition of “perpetrator” to include “a member of a school staff, including, but not limited to an educator, administrator, school, nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.” The amendment also made the plan applicable to school staff, including but not limited to, the individual listed in the amended perpetrator definition.

These requirements are included in the district’s Bullying Prevention and Intervention Plan (“the Plan”). The Plan includes the requirements of the law, and information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, and to respond to it when it occurs.

This Plan will be reviewed biennially by the Superintendent and/or her/his designee, as mandated by M.G.L. c. 71, § 37O (5) (d). Consultation will include, at a minimum, notice on the STGRSD website, and a public comment period prior to adoption.

Definition of Terms

In order to work as collaboratively and as efficaciously as possible and to prevent and intervene on all acts of bullying, it is essential for school personnel, students, parents or guardians, law enforcement agencies, and other interested parties to use common language.

Aggressor, as defined in M.G. L. c.71, §37O, is a student or a member of a school staff including, but not limited to, and educator, administrators, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional who engages in bullying or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the target or damage to the target's property;
2. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
3. Creates a hostile environment at school for the target;
4. Infringes on the rights of the target at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, and athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Prohibition against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,

- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.
- Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

To support efforts to respond promptly and effectively to bullying and retaliation, the STGRSD has policies and procedures in place for receiving and responding to reports of bullying or retaliation. These policies and procedures will ensure that members of the school community – students, parents, and staff – know what will happen when incidents of bullying occur.

Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member must be recorded in writing. All employees are required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form and each school's telephone number.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the district's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, and paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that a violation of the district's anti-bullying policy has occurred he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development for School and District Staff

The STGRSD will provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

CODE: TOBACCO USE

Category: Students

File No.: JICG

Adopted: 10/4/05

**Revised: 5/21/2019;
3/15/2022**

Student smoking and the use of tobacco related products including any electronic or vapor devices including but not limited to e-cigarettes are prohibited in the schools, on school grounds, and on the buses.

Penalties for the possession of tobacco, smoking apparatus, or vaping materials:

- a. First Offense: completion of the Educational Diversion Program. Students who do not complete the Educational Diversion Program will be externally suspended for three days. Additionally, civil money penalties may be issued by the Town of Southwick.
- b. Second Offense: completion of the Educational Diversion Program. Students who do not complete the Educational Diversion Program will be externally suspended for five days. Additionally, civil money penalties may be issued by the Town of Southwick.
- c. Subsequent Offenses: School Administration will seek alternatives to suspension including, but not limited to, participation in an educational program, community service, and cessation programs. Refusal or failure to complete these alternatives will result in progressively increasing days of suspension. Additionally, civil money penalties may be issued by the Town of Southwick.

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 71.37H
Town of Southwick Bylaws

CODE: ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

Category: STUDENTS

File No.: JICH

Adopted: 11/1/2016

Revised:

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol,

tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L.71:2A; 71:96; 272:40A

CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs
GBEC, Drug Free Workplace Policy

CODE: WEAPONS POLICY

Category: Students

Adopted: 10/4/05

File No.: JICI

Revised:

Violence, especially violence connected with weapons, will not be tolerated.

Weapons of any kind shall not be brought onto property under school jurisdiction. Weapons shall include, but not be limited to, hand guns, shot guns, rifles, knives, blackjacks, clubs, chemical sprays, explosives and ammunition. In this connection, student possession of a locker is nonexclusive against the school and its officials; that is, reasonable searches of lockers by school officials can be expected.

Principals shall comply with the Massachusetts Education Reform Act of 1993 Re: Chap. 71, Sec. 37H.

POSSESSION OF A WEAPON: Possibility of expulsion from school

USE OF A WEAPON (Brandishing, Assault): Immediate removal from school, notification of police, expulsion from school.

Principals shall notify parents, ensure due process and shall expedite action.

Principals shall insure that violators of the policy are provided appropriate intervention and counseling. Parent participation in the intervention process shall be encouraged.

CODE: USE OF ELECTRONIC DEVICES IN SCHOOL

Category: Students

Adopted: 5/24/05

File No.: JICJ

Revised:

The School committee recognizes that today's society is different from previous generations. Cell phones and portable communication devices (PCDs) play an important part in employee and student safety and communications. Cell phones and PCDs are defined as current and emerging technologies that are wireless units that send and/or receive electronic communications in an analog or digital data transmission. The possession or use of cell phones and PCDs are prescribed for employees and students as follows:

Employees

1. Employees of Southwick-Tolland-Granville Regional School District are granted permission to possess and use cell phones and PCDs in the official job capacity consistent with their job descriptions.
2. Employees who own a personal cell phone and /or PCD must ensure that the device does not ring or interrupt the academic classroom environment or the job performance of the employee. Employees must take pro-active steps to ensure that the cell phones do not ring during their instructional hours and meetings which are obligations of the job.

Students

1. Students may possess and carry cell phones and PCDs; however, these units must be "off and away" during the academic school day to ensure that disruptions and interference of the instructional and academic climate of the school do not occur. Only high school students may use cell phones during lunch blocks and passing times.
2. Non high school students may not use or operate cell phones or PCDs during the school day. The "school day" is defined as once the first hour starts and throughout the day until the last period is over.
3. The school administration may, in its sole discretion, grant exceptions for cell phones and PCD use based upon critical need and appropriate documentation.
4. STGRSD School Administration will take possession of any cell phones or PCD's used during the school day and follow disciplinary action as outlined in the student handbook. Cell phones and PCD's will be returned only to a parent or guardian.

CODE: CONCUSSION POLICY

Category: Students

Adopted: 12/20/11

File No.: JJIF

Revised: 12/7/2021

Southwick-Tolland-Granville Regional School District is committed to ensuring the health and safety of all our students. The following concussion policy is in compliance with the MIAA policy and with the Commonwealth of Massachusetts General Law (105 CMR 201): Head Injuries and Concussions in Extracurricular Athletic Activities.

The Athletic Director of Southwick Regional School shall be the person responsible for the implementation of these policies and protocols for all high school athletics.

As specified in the law, the athletic department shall require annual training in the prevention and recognition of sports-related head injury and keep documentation of said training on file for the following persons:

- Athletic Director
- Certified Athletic Trainers
- Coaches
- Volunteers
- School Physicians
- School Nurses
- Marching band directors
- Intramural supervisors
- Parents of a student who participates in athletics
- Students who participate in athletics

(Parents and students will sign off that they have received the materials at the mandatory information meeting)

Coaches, trainers, and volunteers will be responsible for teaching proper form, technique, and skills that minimize the risk for sports related head injury.

Parents must provide information regarding any prior head injury, including concussions, on the athletics emergency medical form and must inform the school of any head injury or concussion that may occur outside of school. Parents and students must fill out all appropriate forms, including a sports physical examination, in order to be deemed eligible to participate in athletics.

The following procedures will be followed in the event an athlete is suspected to have suffered a concussion:

- The athlete will be removed from participation and will not be allowed to return that day
- When available, the athletic trainer will conduct an evaluation and assessment of the concussion. The athletic trainer will then notify the parents/guardians and recommend referral to a physician if they suspect a concussion. If the athletic trainer is not available (i.e. away games), the coach will notify the parents/guardians and recommend that the athlete see their Primary Care Physician or another health care professional.
- The athletic trainer or coach will notify the athletic director and school nurse and fill out the Concussion Reporting Form.
- The school nurse will contact the athlete's teachers and guidance counselor to make any academic accommodations necessary.
- The athlete will only be allowed to return to play after being cleared by the medical provider that diagnosed the concussion, and after completion of the prescribed Return to Play Protocol (see "Return to Play Protocol" in the Athletic Handbook) conducted by the athletic trainer or, if no athletic trainer is available, the designee of the Athletic Director.

A copy of this policy will be made available in the Southwick Regional School handbook, the Southwick Regional School Athletics handbook, and on the school district webpage.

CODE: STUDENT CONDUCT

Category: Students

Adopted: 10/4/05

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

SOURCE: MASC LEGAL REF.: M.G.L. 71:37H; 71:37H1/2; 71:37H3/4; 71:37L; 76:16; 76:17; 603 CMR 53.00

CODE: PHYSICAL RESTRAINT OF STUDENTS

Category: Students

Adopted: 12/4/01

File No.: JKAA

**Revised: 11/02/2015;
5/5/2020**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm. The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medication restraint, and seclusion is prohibited. Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent, or designee, will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

CODE: HEALTH REQUIREMENTS

Category: Students

File No.: JLCA

Adopted:

Revised: 5/24/05; 5/1/07

3/3/2020

PHYSICAL EXAMS

Regular physical exams are important for all children and adolescents, especially those who do not have primary care providers. The objective is to identify and follow up on any health conditions that may interfere with learning. M.G.L. c. 71, s. 57 and related amendments and regulations (105 CMR 200.000-200.920) require physical exams of school children within six months before entry into school or during the first year after entrance, and at intervals of either three or four years after. The Southwick-Tolland-Granville Regional School District requires physical exams for grades kindergarten, four, seven and ten.

In addition, physical examinations are required annually before participation in competitive sports. A student in the Southwick-Tolland-Granville Regional School District must pass a physical examination within thirteen months of the start of each season. Students who meet this criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner.

ACTIVITY LIMITATIONS

If a student is required to have limited physical activity in school, a written statement from the licensed health care provider describing the limitations must be provided to the school so appropriate arrangements can be made if necessary.

VISION, HEARING, WEIGHT AND HEIGHT

Screenings will be performed annually on each student according to DPH guidelines with recommendations for further evaluation made to parents/guardians as indicated.

POSTURAL SCREENING

Postural screening will be done annually on all students in grades 5-9.

CODE: INOCULATION OF STUDENTS

Category: Students

File No.: JLCB

Adopted:

Revised:

Students entering school for the first time, whether at Kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against

diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interest of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent, or that the child meets the statutory requirement governing homelessness.

LEGAL REF.: M.G.L. [76:15](#)

CROSS REF.: [JF](#), School Admissions

Amended: September 14, 2004

CODE: STUDENT FEES, FINES, AND CHARGES

Category: Students

Adopted: 10/4/05

File No.: JQ

Revised:

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon Board approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

SOURCE: MASC Policy

CODE: STUDENT RECORDS

Category: Students

Adopted: 10/4/05

File No.: JRA

Revised:

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

SOURCE: MASC Policy

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended P.L. 93-380, Amended P.L. 103-382, 1994
M.G.L. 66:10 71:34A, B, D, E, H
Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.
603 CMR: Dept. Of Education 23.00 through 23:12 also
Mass Dept. Of Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

CROSS REF.: KDB, Public's Right to Know

CODE: STUDENT RECORDS

Category: Students

Adopted: 10/4/05

File No.: JRA-R

Revised: 5/22/07

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth, and under M.G.L.c.71, s.34F which directs that the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times. 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents and students rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

1. These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the students' parent.
2. If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
3. If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.
4. Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

1. School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
3. The evaluation team evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the school committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the school committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) School nurses who inspect the student health record.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. The parent has been denied visitation, or
 - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

- (f) (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- a. The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- b. The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

LEGEL REFS: Family Educational Rights and Privacy Act of 1974,
 P.L. 93-380, Amended
 P.L. 103-382, 1994
 M.G.L. 66:10 71:34A, B, D, E, H
 Board of Education Student Record Regulations adopted 2/1077, June 1995 as
 amended June 2002.
 603 CMR : Dept. Of Education 23.00 through 23:12 also
 Mass Dept. Of Education publication Student Records; Questions, Answers and
 Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

CODE: NON-CUSTODIAL PARENTS RIGHTS

Category: Community Relations

Adopted: 3/20/07

File No.: KBBA

Revised:

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (g) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

- (h) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (i) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (j) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (k) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H
 603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
 20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC

REVISED: January 25, 2007

CROSS REF: GBED; 15.10

CODE: VISITORS TO THE SCHOOLS
Category: Community Relations
File No.: KI

Adopted: 12/6/05
Revised:

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional program taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

The following guidelines to classroom and school visits should be followed:

1. For security purposes it is requested that all visitors report to the Principal's Office upon entering and leaving the building and sign a log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the principal's office. Visitors must wear visible "Visitor" badges at all times.
2. The building principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
4. Any student who wishes to have a guest in school MUST ask permission of one of the

administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

SOURCE: MASC Policy

DISTRICT PROCEDURES

DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP/504)

Procedures for suspensions of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. When a suspension constitutes a change of placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP/504, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP/504 – "a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP/504 goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
 - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
 - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP/504, and provides services to address the problem behavior.

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting

in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Procedural requirements applied to students not yet determined to be eligible for special education.

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or
 - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

NON-DISCRIMINATION STATEMENT

The Southwick-Tolland-Granville Regional School District conducts its program and activities in conformity with Title VI, Title IX, Section 504 of the Rehabilitation Acts of 1973 and Massachusetts General law Ch. 76, Section 5. It is the policy of the Southwick-Tolland-Granville Regional School District not to discriminate or to allow discrimination on the basis of race, color, national origin, sex, gender identity, sexual orientation, age, religion, and/or handicap or disability in any of its activities. This policy also ensures that students and staff should be free from retaliatory action and/or harassment based upon any of the foregoing attributes. Anyone having a complaint alleging a violation of any anti-discrimination laws or regulations should immediately bring that complaint to the attention of the

building Principal or Title IX Coordinator, if the principal is not involved in the complaint. The Principal will conduct a prompt and thorough investigation into the charges.

NOTIFICATIONS RELATIVE TO CIVIL RIGHTS

All programs, activities and employment opportunities provided by the Southwick-Tolland-Granville Regional School District are offered without regard to race, color, national origin, sex, gender identity, disability, religion, or sexual orientation. Questions regarding implementation of these practices should be addressed to the appropriate coordinator listed below. *Unless otherwise noted, please contact Jennifer Willard, Superintendent, Southwick-Tolland-Granville Regional School District, 86 Powder Mill Road, Southwick, MA 01077 Tel: 413-569-5391 for questions or additional information.*

<p><u>Title I: Title I of the Americans with Disabilities Act of 1990</u> Prohibits discrimination, exclusion from participation and denial of benefits on the basis of disability in the areas of employment and education.</p>	<p><u>Title II: Title II of the Americans with Disabilities Act of 1990</u> Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.</p>
<p><u>NCLB: The No Child Left Behind Act of 2001, Title X, Part C – McKinney-Vento</u> The McKinney-Vento Homeless Education Assistance Act that requires that school districts immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing. Coordinator: Robin Gunn, Director of Student Services, Southwick-Tolland-Granville Regional School District, 86 Powder Mill Road, Southwick, MA 01077 – Telephone: 413-569-0111</p>	<p><u>Title IX: Title IX of the Education Amendments of 1972</u> Title IX provides that no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance. Coordinator(s): Steve Presnal, Director of Finance and Operations and Jenny Sullivan, Assistant Superintendent of Curriculum and Instruction, Southwick-Tolland-Granville Regional School District, 86 Powder Mill Road, Southwick, MA 01077 – Telephone: 413-569-5391.</p>
<p><u>Section 504: Section 504 of the Rehabilitation Act of 1973</u> Prohibits discrimination, exclusion from participation, and denial of benefits based on disability. Coordinator: Jennifer Yelin, 504 Coordinator, 93 Feeding Hills Road, Southwick, MA 01077 Telephone: 413-569-6171</p>	<p><u>Title VI: Title VI of the Civil Rights Act of 1964</u> Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color and national origin</p>
<p><u>M.G.L. Ch. 76-5: Massachusetts General Laws, Chapter 76 Section 5</u> Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.</p>	<p><u>EEOA: The Equal Education Opportunities Act of 1974</u> Prohibits the denial of equal educational opportunity in public schools on account of race, color, sex, or national origin.</p>
<p><u>M.G.L.c.71A: Massachusetts General Laws, Chapter 71A</u> Governs the education of English learners.</p>	<p><u>FERPA: The Family Educational Rights and Privacy Act of 1974</u> Protects the privacy of student education records and gives parents certain rights with respect to those records.</p>

<p><u>IDEA 2004: The Individuals with Disabilities Education Act of 2004</u> Governs special education. Coordinator: Robin Gunn, Director of Student Services, STGRSD, 86 Powder Mill Road, Southwick, MA 01077 Telephone: 413-569-0111</p>	<p><u>M.G.L.c.71B: Massachusetts General Laws, Chapter 71B</u> Governs the education of children with special needs. Section 6 relates to the assignment of children to special education classes.</p>
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Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. At Southwick-Tolland-Granville Regional School District, we take our responsibility to comply with FERPA regulations seriously and are committed to maintaining the confidentiality of our students' education records.

FERPA gives parents and eligible students certain rights with respect to the student's education records, including the right to inspect and review the records, the right to request the amendment of the records, and the right to control the disclosure of information from the records.

In accordance with FERPA regulations, we will not share or disclose any personally identifiable information about our students without the written consent of the parent or eligible student, unless otherwise allowed by FERPA.

We encourage all parents, teachers, and guardians to familiarize themselves with FERPA regulations and to contact us if they have any questions or concerns. For more information about FERPA, please visit the U.S. Department of Education's website.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Additionally, Massachusetts student record regulations are designed to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law. For more information about Massachusetts regulations pertaining to student records, visit the website:

<https://www.doe.mass.edu/lawsregs/advisory/cmr23qanda.html?section=summary>

To request records please send a request in writing to your child's school, the office of student services, or the records access officer.

Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Students Records Regulations, gives parents and students who are 14 years of age or older ("eligible students") certain rights with respect to the student's education records. Parental rights expire when a student turns 18 years of age. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend an education record should write the school (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official is a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school committee. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Southwick-Tolland-Granville Regional School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW

See the list below for the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve

instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))